



ADVANTAGE HEALTH CENTERS

JOB DESCRIPTION

Quality Initiatives Coordinator

- Reports to:** Director of Clinical Services
- General Overview:** To develop, implement and coordinate Quality Initiative processes, policies and procedures necessary for Patient Centered Medical Home (PMCH), Meaningful Use (MU) and Electronic Medical Record (EMR) implementations and on-going monitoring. Coordinate PCMH committee and EMR project team meetings. Provide education and training regarding Quality Initiatives to agency staff.
- Responsible for:** The Quality Initiatives Coordinator works closely with the Medical, Clinical, Finance Directors, the CQI Manager and staff to assure successful coordination and submission of PCMH and MU surveys, applications and reports in an accurate and timely manner.
- Principal Responsibilities:**
- Develop PCMH/MU/EMR quality initiative plans, policies and procedures.
 - Co-chair the AHC Quality Improvement Committee, and prepare minutes as required.
 - Develop and coordinate service-related Q.I subcommittees that will identify specific quality improvement measures for their specialty i.e. OB/GYN, BH, Peds etc.
 - Participate on the EMR Implementation Team and develop forms and required reports.
 - Serve as an EHS Super User to provide training, guidance and direction to other users.
 - Develop, implement and complete EHS Business Objects reports and statistical analysis as necessary.
 - Assess Agency's current practices and work flow and recommend changes to realign with Medical Home Model.
 - Assist with the development of best practice improvement projects, coordinating with AHC directors and office managers.

- Assist with on-going data collection and evaluation.
- Create patient information resource documents and information channels in compliance with PCMH/ MU standards and best practice.
- Train agency staff regarding NCQA quality improvement principles and standards of care.
- Evaluate the Quality Initiative policies/procedures; recommend changes and adjustments as needed.
- Assist with UDS and CDBG reporting and/ or other grant reporting/ writing as needed.
- Participate in Community Initiatives and collaborate with other community stakeholders to meet QI objectives i. e. Southeast MI Beacon Community.
- Other related duties as required.

Competencies Required:

- Familiarity and experience with the principles of Continuous Quality Improvement, e.g., brainstorming, cause and effect analysis, root cause analysis, and graphic representation of data.
- Good communication and customer relations skills
- Excellent Computer Skills, including report writing.
- Sound decision-making skills for clinical and non-clinical issues
- Adult Learner training skills.
- Ability to work well with a minimum of supervision.

Qualifications:

- Bachelor's degree in the health administration or nursing required, master's degree preferred
- Previous experience in Quality Management or Administration in a health care setting
- Cultural sensitivity with the ability to communicate orally and in writing to individuals and groups of varying cultural, ethnic, and educational backgrounds